

# Business

[whitireiaweltec.ac.nz](http://whitireiaweltec.ac.nz)






'WelTec felt more achievable and was a much easier transition from school. My tutors took the time to get to know me and the smaller class sizes made it easier to make friends. It was just a really comfortable environment and I felt like I could ask questions and be myself.'

# Jess

---

 Business

---

 Partnerships manager

---

Not long after starting university, Jess was losing her drive for study. She was struggling to build relationships with her teachers and classmates, so she decided to switch to WelTec.

She felt the difference immediately. Her tutors took the time to get to know her, and she was able to quickly make friends in the smaller classes. WelTec felt more achievable, and it was a much easier transition from school.

"It was just a really comfortable environment and I felt like I could ask questions and be myself."

During her studies, Jess was able to work on projects that replicated work in the real world.

"The industry projects were a big highlight for me. We had the opportunity to go out into the community, meet with clients and work on business projects with them. I learned about how to create and nurture relationships with stakeholders which is a key part of my job now."

Now Jess is a Partnerships Manager at Whānau Āwhina Plunket, where she gets to attend events around the country, pitch new partnership opportunities, and think of new and creative ways

to create mutually beneficial partnerships with organisations across Aotearoa.

One of the exciting initiatives she's working on is called 'Dunk It for Plunket', a partnership with Arnott's that asks New Zealanders to host a morning tea and 'Dunk It For Plunket'. All the money raised helps Plunket provide critical services to families and help tamariki get the best start to life.

To anyone thinking of studying business, Jess says, "You don't have to know what career or job you want before you start studying; business skills are versatile and needed in every industry."

Check out Jess's full story on our website. Follow the QR code below.



# New Zealand Diploma in Business (Level 5) with strands in Leadership and Management

📖	Level 5
🕒	1 year, full-time (part-time options available)
📅	24 Feb 2025 (Petone)
💰	\$6,082 (indicative for 2023 intake)
🌐	\$25,000* (indicative for 2023 intake)

Get a taste of the world of business. Use this one-year programme to dive into the different aspects of the sector and gain employable skills from industry experts. Learn in a friendly environment with like-minded individuals.

## What you will learn

- Develop the thinking to improve business operations
- Understand accounting and economic principles and practices
- Develop marketing plans and sales strategies
- Learn skills for recruitment and staff training
- Explore risk management
- Learn how to develop and maintain long-term business relationships
- Carry out business research
- Develop problem-solving and business communication skills
- Analyse the impact of multicultural influences on business operations
- Consider how principles of the Treaty of Waitangi can be applied to business practice in Aotearoa

## Study part-time

Are you looking to study part-time while you work or balance other commitments?

This programme includes part-time study options for people who want the flexibility of studying while they manage other commitments.

## Flexible study options

This programme has flexible study options with both day and night papers offered.

### Day papers

- Day papers will be taught at the Petone campus

### Afternoon Papers

- Afternoon papers will be taught at the Whitireia (Porirua) campus

### Night papers

- Night papers will be taught in Wellington (Te Kāhui Auaha) campus

## Specialisations

### Leadership and Management

- Identify operational issues and challenges
- Plan and apply techniques to improve business performance
- Develop leadership skills, learn to delegate tasks
- Positively influence others to achieve business goals
- Foster a positive workplace culture
- Encourage team engagement
- Manage projects within scope, resources and time

### Accounting

- Process financial transactions
- Prepare financial statements and reports
- Monitor business performance against budgets
- Analyse financial information to inform business decisions
- Apply tax rules for individuals and small businesses
- Determine controls to minimise financial risk
- Follow the accounting profession's code of ethics.

## Career options

- Team leader
- Project and event administrator

Disclaimer: The information contained in this document is correct at the time of print. Whitireia and WelTec | Te Pūkenga reserves the right to cancel or postpone any of the programmes, and shall not be liable for any claim other than the proportion of programme fees that the cancelled portion bears. Some programmes may be dependent upon formal approval from NZQA (New Zealand Qualifications Authority), TEC (Tertiary Education Commission) funding allocation, and the number of enrolments. As part of the NZQA targeted review of all Level 1-6 New Zealand qualifications, there may still be changes to some programmes starting in 2024. Fees, programmes, entry and selection criteria, and dates, are subject to change. Please check the relevant programme pages at [whitireiaweltec.ac.nz](http://whitireiaweltec.ac.nz) for up-to-date information and full entry regulations before applying to enrol. Information regarding English language requirements is available on each course page at [whitireiaweltec.ac.nz](http://whitireiaweltec.ac.nz).

- Office manager
- Accounts receivable/payable officer
- Business developer
- Finance administrator

## **Entry requirements**

### **Under 20 years**

NCEA Level 2 or equivalent qualification/work experience.

### **Over 20 years**

If you're 20 years or over, you may qualify for special admission on this programme. Contact us if you don't meet the Under 20 entry criteria.

### **International students**

Minimum IELTS (academic) score of 5.5 with no band score lower than 5.0, or equivalent.

Find your country's [equivalent academic entry requirements here](#)

*\*International fee displayed is for 1 year of study (equivalent to 120 credits) and does not include insurance, administration and student service fees. For more details, please email: [international@wandw.ac.nz](mailto:international@wandw.ac.nz).*

## **Related study options**